

Boardman Township

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BUREAU OF FIRE PREVENTION & EDUCATION

Boardman Fire Prevention Bureau Rules and Procedures Relating to Filing of Variances or Appeals

If a property owner or occupant disputes the factual findings of a Boardman Township Fire Inspector, the applicant may file an appeal with the Boardman Township Fire Board of Appeals. If the applicant does not dispute the factual finding of the inspector, but wishes to seek a variance of the requirements of the local fire code, the applicant may seek a variance from the Boardman Township Fire Board of Appeals. Applications for either appeals or variances are available in the Bureau of Fire Prevention and Education office during normal business hours (8:00 a.m. to 4:00 p.m.)

In the application for an appeal or variance there must be set forth the reasons for the appeal or variance, and in the case of an appeal, state why the fire safety inspector's decision is in error as it relates to any order, requirement, decision, or determination of the Boardman Township Fire Code.

All appeals from any written order citing the Fire Code shall be filed with the secretary of the Boardman Township Board of Fire Appeals within 20 days of the receipt of the written order. Service of the written order may be made by certified mail, personal delivery, or by posting a copy of the order at the business location which is the subject of the order.

There shall be a \$150.00 filing fee for appeals or requests for variance to the Board and the fee must be paid at the time the appeal or request is filed.

The secretary of the Board will schedule the appeal, will provide for proper public notice, and will notify all interested parties of the hearing. The notice will provide the time, date, and place of the meeting.

The Board shall render its decision within 30 days after the adjournment of the hearing and the final decision of any appeal or request for variance to the local Board of Appeals shall be in the form of findings of fact and a final order. All final decisions of the Board shall be implemented within 30 days, unless an appeal is filed or otherwise specified in the written findings.

A complete outline of the Rules and Procedures Relating to Filing Appeals or Variances can be obtained at the Bureau of Fire Prevention and Education during normal business hours.